

SENIOR BUILDING MAINTENANCE WORKER

DEFINITION

To provide technical and functional supervision over assigned maintenance personnel; and to lead and participate in a variety of skilled and unskilled building maintenance work, including preventative maintenance, cleaning, upkeep, and repair of buildings and facilities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision over maintenance personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Building Maintenance Supervisor.

Exercises technical and functional supervision over assigned maintenance personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Prepare budget input for short and long-term projects; overview expenditures to ensure cost overruns do not occur.

Perform daily inspection and preventative maintenance of city buildings and facilities; identify safety hazards.

Coordinate, assign and review the work of assigned maintenance personnel.

Oversee and participate in the cleaning and maintenance of buildings and facilities.

Work effectively with contractors on city-approved projects; seek bid and estimates for proposed projects.

Operate equipment and tools used in cleaning and maintenance and train subordinate employees as needed.

Assist supervisor in scheduling of work and assignments related to building and facilities maintenance.

Order supplies and equipment for cleaning and maintenance activities.

Prepare and maintain preventative maintenance schedule and logs of work performed.

May act as Building Maintenance Supervisor as required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Tools, equipment, and materials used in building maintenance work.

Basic construction and repair methods including carpentry, plumbing, and electrical.

Applicable codes, regulations, and safety orders.

Occupational hazards and safety precautions of building maintenance work.

Principles of training subordinate staff.

Ability to:

Read blueprints of structures and work plans.

Perform skilled maintenance and repair tasks.

Oversee, assist, and train assigned maintenance staff.

Prepare and develop cost estimates and budget figures.

Maintain records and prepare work and time reports in building and facility maintenance areas.

Work with contractors on city-approved projects.

Skillfully and safely operate assigned equipment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of responsible building maintenance experience.

Training:

Equivalent to the completion of the twelfth grade.

License Or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

May be necessary to obtain specialized license or certificate related to area of assignment as required by the position.

TYPICAL WORKING CONDITIONS

Work is performed both inside and outside buildings. Incumbent may be exposed to weather conditions and may drive on surface streets for short periods of time.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to perform maintenance and cleaning activities both inside and outside of buildings. On a continuous basis: walk, stand, bend, squat, twist, and reach while performing maintenance and cleaning work; lift weights up to 50 lbs. Climb ladders and stairs; crawl into attics and under furniture and fixtures. Drive a motor vehicle; use hand and power tools and equipment. Perform simple and power grasping, pushing, pulling, and fine manipulation; reach above and below shoulder level. Sit while completing work papers.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating equipment. Use a telephone to communicate verbally. Maintain mental capacity that allows for effective interaction and communication with others.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

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